

The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy

MINUTES OF THE NOVEMBER 14, 2016 BOARD OF DIRECTORS MEETING **Executive Summary**

Meeting Location: Large Board Room, Pittsburgh Conference Office

Members Present:

- **Gregory J. Meisner, President, Pittsburgh Conference**
- **William R Sharpe, Immediate Former President, Chairman of the Board, Pittsburgh Conference**
- **Melinda Stephens, Chair, Society for Analytical Chemists of Pittsburgh**
- **Karen Johnson, Chair, Spectroscopy Society of Pittsburgh**
- **Joseph J. Grabowski, Immediate Former Chair, Spectroscopy Society of Pittsburgh**
- **Elias S. Absey, Immediate Former Chair, Society for Analytical Chemists of Pittsburgh**
- **Charles W. Gardner, President-Elect Designate, Pittsburgh Conference**
- **William Schell, Pittsburgh Conference Office Manager**
- **Adrian Michael, Vice-President, Pittsburgh Conference**

Observers:

- **Kerry Holzworth, Chair-Elect, Spectroscopy Society of Pittsburgh**
- **Ronald Bargiel, Corporation Secretary, Pittsburgh Conference**
- **Michelle Ward, Chair-Elect, Society for Analytical Chemists of Pittsburgh (by phone)**

Absent:

- **Resa B Stauffer, Treasurer, Pittsburgh Conference**
- **Jane Chan, Assistant Treasurer, Pittsburgh Conference**

MEETING MINUTES AND TREASURER'S REPORT

Chair Bill Sharpe called the meeting to order at 6:58 PM.

A motion was made by Elias S. Absey and seconded by Gregory J. Meisner to approve the Minutes and Executive Summary of the October 5th, 2016 BOD Meeting. The motion was approved unanimously.

The July 31st 2016 and August 31st Treasurer reports was approved at the Nov. 14th BOD meeting. A motion was made by William Sharpe and seconded by Melinda Stephens. The motion was approved unanimously.

Acknowledgments

From Rich Danchik but Greg did not bring it with him to the meeting. Rich wanted to thank everyone for the flowers and fruit basket.

OFFICE ISSUES

Bill Schell, spoke regarding the office issues and first thank everyone for their support during his illness. Julianne (Jules) Diddle started today 11/14/2016 she had a very good first day and she has a lot of experience in general with Excel and Office programs. Julianne will be full time and working the same hours as Val. There has been some difficulty in hiring a part time employees in the past. Julianne will also assist the Societies and assist in sales calls to exhibitors. Val will still assist during the interim period. The current staff may be running short during conference time due to health issues with some of the office staff. Adrian was concered with the payback of the new software package Bill Schell commented that the results may happen slowly for a proper evaluation. Bill also is optimistic with the new phone system and improved efficiencies. A/V

improvement from Smart Solutions include a quote that is pending for a flat screen TV, drop down microphones, and incorporate a camera and a touch screen display. Conference calls will be routed through the flat TV screen and Pittcon will no longer be tied up with one line per conference call. The intention of these improvements is to improve the conference call experience and the ability to eliminate the burden of attending meetings at the Conference office. The A/V improvements should be relatively cheap, also for meetings Pittcon may use Skype or Go to Meetings services.

OLD BUSINESS – None

NEW BUSINESS – New A/V and furniture in conference room but nothing ordered yet.

PITTCON REPORTS

2017 Greg Meisner – Experian is running without a glitch. Greg is reviewing the use of carpeting in the hall.

2018 No report.

2019 The committee is looking at Geneva on the Lake for Kick off Wrap up and have secured a gift for the 2017 December meeting. A question was brought up to have Science Week in Pittsburgh again, and move the date for the spring time. Science Week in Pittsburgh will free up rooms at the Philadelphia Marriott.

NEXT BOD MEETING

The next BOD meeting will be Tuesday January 10, 2017.

The Pittcon Board meeting was adjourned at 7:34 pm

Respectfully submitted,



**Ronald G. Bargiel
Pittsburgh Conference Secretary**